# Archive A Plan

Use the archive feature to place a plan into a state where no new subscriptions can be associated. All existing subscriptions associated with the plan will remain active. The archive action is permanent, and plans cannot be unarchived or edited. To archive:

1. Go to **Plans** and then select a plan to archive.
2. On the plan details page, click ***Archive***.
3. Confirm that you want to archive the plan. All subscriptions associated with the archived plan will remain active. If you do not want the subscriptions to stay active, you will need to <u>delete</u> the plan.